



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

GRAPHIC DESIGNER III
DEPARTMENTAL PROMOTIONAL SPOT EXAMINATION
FOR SACRAMENTO COUNTY

FINAL FILING DATE	December 19, 2011			
	Revised applications (Form STD 678 REV.06/2010) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. FAXED APPLICATIONS WILL NOT BE ACCEPTED.			
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, December 19, 2011 ; or Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.			
HOW TO APPLY	You must submit the Examination Application (Form STD 678 REV.06/2010) by the final filing date, December 19, 2011 . <u>Submit the completed Examination Application Form by mail or in person.</u> <table><tr><td>MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td>OR</td><td>SUBMIT IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</td></tr></table> DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm , local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.jobs.ca.gov .	MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001	OR	SUBMIT IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
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IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.			
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the Application for Examination. You will be contacted to make specific arrangements.			
SALARY RANGE	\$4367 - \$5309			
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.			
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held during January/February 2012 .			
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, December 19, 2011 . Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Either I One year of experience in the California state service as a Graphic Designer II. Or II Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. and Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.)			
POSITION DESCRIPTION	This is the advanced journey level in the Graphic Designer series. Incumbents create and produce materials and/or publications at the highest level for print, on-line publishing, multimedia, and other mediums. Incumbents in this class serve as high-level specialists responsible for the development and production of the most complex graphic design work. Positions exist in Sacramento with the Department of Water Resources			
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00% . In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.			

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GRAPHIC DESIGNER III DEPARTMENTAL PROMOTIONAL - SPOT		BULLETIN RELEASE DATE: December 2, 2011 FINAL FILING DATE: December 19, 2011	
SCOPE OF EXAMINATION		Qualifications Appraisal Interview – Weighted 100.00%	
		In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:	
		A. Knowledge of: <ol style="list-style-type: none">1. Principles of graphic design.2. Techniques of interpreting statistical data.3. Methods and techniques of freehand drawing and color illustration.4. Elements of design such as: line, shape, texture, space, size, value, and color.5. Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale.6. Page layout, color theory, and typography.7. Principles of graphic tools and equipment.8. Graphic design software application.9. Procedures for creating traditional and/or electronic files for output for single and multicolor publication.10. The stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file.11. Techniques and drawings.12. Graphic resources and software applications.13. Digital imaging.14. Principles and techniques of three-dimensional exhibit preparation.15. Project leadership.16. Time management.17. State-of-the-art graphic design techniques, theories, and processes.18. Departmental programs and objectives.19. Alternate strategies available to establish and improve comprehensive graphic design programs.20. Team-building techniques and principles.21. Principles of effective proposal writing.	
		B. Ability to: <ol style="list-style-type: none">1. Communicate effectively.2. Use the elements of design to create page layout.3. Perform image editing.4. Apply color theory and typography.5. Apply creativity in the preparation of art work.6. Learn and apply new software.7. Produce freehand drawing and color illustration.8. Maintain project files.9. Design and prepare exhibit materials.10. Digitally retouch images.11. Review narrative material and create appropriate illustrations.12. Analyze situations accurately and take effective action.13. Research resources.14. Establish and maintain effective working relationships.15. Negotiate.16. Present ideas to a large or diverse audience.17. Troubleshoot within the graphics application software.18. Prepare project reports.19. Use time effectively.20. Assimilate ideas and concerns from a variety of customers and translate them into an effective and cost-efficient graphic design project or program.	
SPECIAL PERSONAL CHARACTERISTICS		Visual acuity and color vision sufficient to successfully perform the job and creative ability.	
VETERANS PREFERENCE		Veterans Preference Credit is not granted in promotional examinations.	
GENERAL INFORMATION			
The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.			
For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.			
Applications are available at Department of Water Resources' offices, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB web site: www.jobs.ca.gov .			
If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the requirements for admittance to the examination does not assure a place on the eligible list. Your performance in the examination described on this bulletin is compared to established rating criteria. All candidates who pass will be ranked according to their scores and placed on the eligible list.			
General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.			
Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.			
If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.			
Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.			
Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.			
Devices for Communications Impairment: TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: (916) 653-1804; California Relay Service: 1-800-735-2929 (TDD); 1-800-735-2922 (Voice).			
For information regarding this examination, please contact Irma Perez at (916) 653-3910.			
D/P (Rev. 6/11)		(IP)	
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